



iThink³⁶⁵

iThink Connect SmartFlo

Product Definition

iThink Connect SmartFlo

A cloud-hosted, AI-powered platform that transforms meeting transcripts into professional, branded, structured documents. Whether generating leadership briefings, sales follow-ups, HR updates, or project reports, SmartFlo streamlines workflows, drives the business processes that follow your meetings, and triggers automated follow-ups through integrations or workflow connectors, enabling teams to focus on decisions rather than documentation.

SmartFlo automates document creation, capturing key actions, decisions, insights, and next steps, reducing post-meeting workload and improving organisational productivity.

SmartFlo integrates seamlessly with Microsoft Teams, and your existing Microsoft 365 environment. By leveraging AI and custom templates, the platform produces documents aligned to your business processes, ensuring consistency, quality, and rapid delivery for all meeting types.

SmartFlo Document Automation Accelerator

Turn meeting transcripts into actionable, branded documents instantly.

This SaaS platform allows organisations to capture meeting content, structure outputs, and automate next steps. AI-powered templates ensure consistency across departments while reducing administrative effort. SmartFlo's integration with Teams provides seamless access to documents, workflows, and collaboration tools.

Why Choose Choose SmartFlo

- AI-powered creation of professional, branded meeting documents
- Build unique, custom meeting templates that drive your business processes forward after key meetings
- Integration with Microsoft Teams and Microsoft 365
- Multi-step AI prompting to capture context using deep reasoning models
- Automates follow-ups and workflow triggers
- Banish manual note-taking and rewriting effort
- Scalable SaaS solution for all users and departments
- Designed for organisations aiming to boost productivity and efficiency through AI-driven automation
- Reduce operational friction by standardising how actions, decisions, and insights are captured and executed
- Helps teams eliminate repetitive admin so they can focus on high-value decision-making and strategic work
- Ideal for organisations modernising their Microsoft 365 environment and looking to adopt intelligent workflow automation

What You'll Gain

- Fast, consistent, and high-quality meeting documents
- Improved tracking of decisions, actions, and risks
- Reduced administrative burden for all teams
- Scalable solution usable across the organisation
- Seamless integration with Microsoft 365 tools
- Enhanced collaboration and clarity in meetings
- Time savings and productivity improvements

Platform Highlights

- Cloud-hosted, multi-tenant SaaS solution
- Microsoft Teams and Microsoft 365 integration
- Custom AI templates for tailored outputs
- Automated workflows and follow-up triggers
- Role-based access and enterprise-grade security
- GDPR-compliant with data residency in the UK
- Real-time document generation with minimal setup

About iThink 365

iThink 365 helps organisations succeed with Microsoft 365 by strengthening the core pillars that modern businesses rely on: collaboration, communication, business processes, knowledge management, and data-driven decision-making. We deliver secure, cloud-hosted solutions and services that make it easier for teams to work together, share information consistently, and reduce day-to-day friction, so people spend less time on admin and more time on the work that moves the business forward.

Through practical workshops and roadmap-led guidance, we help leaders understand what's possible across Microsoft 365 and prioritise the initiatives that will deliver the most value, quickly and safely.

Our portfolio brings these pillars to life across the Microsoft Cloud, from AI and Microsoft 365 Copilot services (enablement, governance, Copilot Studio solutions, and agentic AI agents for business processes) to Power Platform solutions (Power Apps, Power Automate, Power BI and AI Builder), intranet and digital workplace accelerators, and Teams/SharePoint business system integration that connects HR, CRM, finance and other line-of-business systems into the flow of work.

We also provide Microsoft 365 analytics and reporting to measure adoption and uncover improvement opportunities, plus Microsoft 365 and SharePoint migration services to modernise collaboration safely with minimal disruption. Where customers want ready-to-use capability, our iThink Connect product range, including SmartFlo, adds practical, people-first automation inside Microsoft 365 to reduce manual effort and keep work moving.

Everything we offer is designed to be scalable, configurable, and governed, helping organisations build a secure, future-ready foundation for productivity and growth.